

**100% PHOTO ID CHECK
TO ENTER THE BUILDING**

**Hours of Operation:
8:30 am - 4:00 pm**

americanjobcenter

Headquarters

**4058 Minnesota Avenue, NE
Washington, D.C. 20019
202-724-2337
www.dcnetworks.org**

Walk-in Services

Tuesday and Thursday, 9:00 am - 11:00 am

JANUARY 2013

Unemployment Compensation

Daily 9:00 am - 3:00 pm

Mon	Tue	Wed	Thu	Fri
Beginning January 2013, Look for New Professional Enhancement Sessions THEME OF THE MONTH "JOB SEARCH" <i>Key Train Curriculum</i>	1 NEW YEAR'S DAY OBSERVED CENTER CLOSED	2 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00 am – 10:30 am Room 1009	3 Resume Building Level 200 9:00 am – 11:00 am Room 1009 (Resume must be in DCNetworks)	4
7 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00 am – 10:30 am Room 1009 Resume Building Level 100 11:30 am–12:30 Noon Room 1009 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	8 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	9 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00 am – 10:30 am Room 1009 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	10 Resume Building Level 200 9:00 am – 11:00 am Room 1009 (Resume must be in DCNetworks)	11
14 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00 am – 10:30 am Room 1009 Resume Building Level 100 11:00 am–12:00 Noon Room 1009 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	15 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	16 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00 am – 10:30 am Room 1009 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	17 Resume Building Level 200 9:00 am – 11:00 am Room 1009 Professional Enhancement Session: Preparing for An Interview 11:30 am – 12:30 am Room 1009	18
21 DR. MARTIN LUTHER KING, JR. BIRTHDAY OBSERVED CENTER CLOSED	22 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	23 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00 am – 10:30 am Room 1009 Resume Building Level 100 11:00 am–12:00 Noon Room 1009 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	24 Resume Building Level 200 9:00 am – 11:00 am Room 1009 Professional Enhancement Session: Getting An Interview Off To A Good Start 11:30 am – 12:30 am Room 1009 Microsoft Digital Alliance (Reservation Only)	25
28 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00 am – 10:30 am Room 1009 Resume Building Level 100 11:30 am–12:30 Noon Room 1009 Microsoft Digital Alliance (Reservation Only)	29 Understanding Social Media 11:30 am - 12:30 pm Room 1009 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	30 Get to Know Your American Job Center and Occupational Skills Training Information Session 9:00 am – 10:30 am Room 1009 Microsoft Digital Alliance (Reservation Only) 2: 00 pm - 4:00 pm, Room 1009	31 Resume Building Level 200 9:00 am – 11:00 am Room 1009 Professional Enhancement Session: Interviewing Mistakes That Can Be Avoided 11:30 am - 12:30 pm Room 1009	

Our goal is to ensure that we prepare you for employment while maintaining a professional environment at the American Job Center for all customers.

Attendance Policy

FIRST COME, FIRST SERVE SEATING.

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of workshop.** In fairness to all **workshop participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, **workshops times are subject to change without prior notice.**

Seating capacity strictly enforced.

Inclement Weather Policy

Workshops **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202 724-2337.**

Professional Enhancement Sessions - Theme of the January: THE JOB SEARCH

Participants will learn how to sharpen their skills and gain insight about specific tools for actionable steps.

Get to Know Your American Job Center (General Orientation)

This session is designed to provide participants with general information and services provided by the Department of Employment Services and the American Job Center programs which includes an overview of scheduled Performance Enhancement Sessions.

Occupational Skills Training Information Session.

An overview of the occupational training applicant process.

Building a Professional Resume Level 100 and 200 Sessions

Level 100 Session focuses on the elements of building a professional resume and will discuss the 3 Main Resume Types while providing the basic steps of preparing and building a resume using DCNetworks.org.

Level 200 Session focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries. .

Understanding Social Media Networking **LinkedIn**

Participants will learn how to best utilize DCNetworks.org, facebook, LinkedIn and Twitter to maximize their job search efforts and connect with employers using today's social medias.

Microsoft Digital Alliance - Professional Enhancement Session

A great way to improve your computer skills is to enroll in a free computer course.

Receive computer instruction in a two-part series ranging from Basic to Intermediate. This session is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The sessions requires a commitment of four (4) consecutive days of attendance in a two hour setting for four (4) weeks. Customers must pre-register by contacting Denise Burriss at 202-724-2337. **Reservations are required.**

Seating Capacity 10.

Unemployment Insurance Benefits Services

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim. 8:30am-3pm Monday thru Friday

Staff may also connect job seekers with possible referrals to services that are offered in the community, including services for people with disabilities, emergency food, utility assistance, mental health services, literacy/ESL/ numeracy services etc.

REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.

You can register at www.dcnetworks.org